

**TOWN OF HARWICH - COMMUNITY PRESERVATION
COMMITTEE**

**2014 CPA PROJECT FUNDING REQUEST
APPLICATION PACKET**

**INCLUDES: GUIDELINES FOR APPLICATION
PROJECT SELECTION CRITERIA
PROJECT FUNDING REQUEST APPLICATION**

NOTE: NEW DEADLINE - OCTOBER 1, 2014 PLEASE REVIEW ALL MATERIALS -
CHANGES HAVE BEEN MADE.

Revised: August 15, 2014

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE
2014 PROPOSAL APPLICATION FOR THE 2015 ANNUAL TOWN MEETING

GUIDELINES FOR APPLICATION

1. Project applications must be received by **4 PM October 1, 2014** to be considered for Committee recommendations to the May, 2015 Annual Town Meeting.
2. Each formal project funding request must be submitted on the Community Preservation Committee's - **CPA Project Funding Request Application** - (found in this packet); include all attachments. Twelve (12) copies are to be submitted by the due date, to the Community Preservation Committee at the address below.
3. Obtain quotes for project costs whenever possible. If not, cost estimates may be used, provided the basis of the estimate is fully explained. Independent appraisals are encouraged wherever appropriate, and are required by law before a P&S agreement is signed.
4. Projections of requests for funding may be for up to a 5-year period. If the initial request is, or subsequent requests are part of an extended project, include the total project cost. ***Be aware that only the 1st year's request will be considered by the CPC; future year's needs must be requested annually. CPC will view each year's request on its own merits.
5. For Applicants that submit multiple project requests, projects must be shown in priority order.
6. Project Applicants are expected to make a presentation to the Committee.
7. Please indicate with which Town Committees, if any, this request has been discussed.
8. If the Application has missing information, it may delay consideration.
9. The Applicant shall identify in writing a **project manager** responsible for administration of the Project and a **second person**, authorized to act if the contact person is unavailable.
10. **FUNDS** shall be used solely for work included in the Project and within the scope of the Proposal. If the Town determines that funds have been spent on goods and/or services not included in the Project or within the scope of the Proposal, or otherwise not authorized under the Act, reimbursement may not be authorized.
11. The Applicant shall provide the Town, through the Community Preservation Committee, with **progress reports** annually once a year, from the date this project is officially funded (in this case July 2015), for so long as the Funds remain unexpended, and with final notification within (30) days after the completion of the Project. The Town reserves the right to require supplementary information from the Applicant. The Town shall have the right, upon reasonable request, to inspect the work of the Applicant.
12. The Town shall disburse the awarded amount during the Project, and disbursements shall be apportioned based on the work done and paid only upon the presentment of detailed invoices from the Applicant or the Applicant's contractor, listing in detail the work performed and the cost thereof.

The Town shall have the right to ask for supplementary information, including documentation from the contractor confirming the extent of the work performed. Prior to any payment, the town shall have the right to inspect the work. No payment shall be made until the town reasonably determines that the work has been done in a good and workmanlike manner and substantially in compliance with the Contract documents. The applicant shall use the awarded amount only for the purpose of the Project, as described in the Contract documents. The cost of completing the Project in excess of the awarded amount shall be paid by the Applicant. Notwithstanding anything herein to the contrary, if the actual total cost of the Project is greater than the awarded amount (the difference between the two amounts referred to hereinafter as the Excess), the Town shall have no obligation to pay the Excess.

13. If the Applicant fails to fulfill all obligations under the terms of the agreed application and the agreed application is terminated, any Funds not expended shall be returned forthwith to the Town without further expenditure thereof. Moreover, if the purpose of agreed application is not accomplished, the Project is abandoned, destroyed or acquired by a private, for-profit entity, or if the Applicant fails to fulfill its obligations under the terms of the agreement as a result of negligent or intentional acts or omissions of the Applicant or its agents, employees, contractors or invitees, the Applicant shall be liable to repay the Town the entire amount of the Funds provided under this agreement, and the Town may take such steps as are necessary, including legal action, to recover such funds. Any Funds so returned or recovered shall be placed in the appropriate account of the Town's Community Preservation Fund. In the event that the Town takes legal action, the Applicant shall pay any and all costs, including reasonable attorney's fees, expended for the enforcement of this agreement.
14. The Applicant shall comply with all federal, state and local laws, rules, regulations and orders applicable to the Project, and shall be responsible for obtaining all necessary **licenses, permits, and approvals** in connection with this Project. No **local permit or license is waived** by the award of this project.
15. Upon completion of the Project, the Applicant shall identify that the Project was funded by the Town of Harwich through the Community Preservation Act in its written materials about the Project, including press releases, brochures and similar materials.
16. **This Application shall be signed by the Chief Executive Officer or Chief Administrative Officer or Board Chair who has overall administrative authority and responsibility for this project.**

Please keep in mind there are legal limitations on what CPA funds can be used for. A "**Community Preservation Act - Question and Answers**" page can be found at:

<http://www.state.ma.us/envir/cpaqa.htm>

If you are in doubt about your project's eligibility, please submit it to us, or discuss with us, so we may have the opportunity to review it for eligibility.

Please submit your project paperwork (12 complete copies) to:

Harwich Community Preservation Committee
c/o Harwich Town Hall, 732 Main Street
Harwich, MA 02645

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE

2014 PROPOSAL APPLICATION FOR 2015 ANNUAL TOWN MEETING

PROJECT SELECTION CRITERIA

The Harwich Community Preservation Committee, hereafter referred to as the CPC, requires that all proposed projects be eligible for CPA funding according to the requirements described in the State of Massachusetts's CPA statute, as amended.

- * The CPC requires that all project applications be reviewed with appropriate Town Boards/Committees/Commissions before submittal, and be initialed and dated by said Boards/Committees/Commissions on the application. If there are multiple requests in any of the funding areas, then the Boards/Committees/Commissions will be asked to prioritize their requests.

All projects will be evaluated according to the following criteria:

- * Consistency with Harwich's Local Comprehensive Plan; Real Estate&Open Space, Historic Preservation, Affordable Housing and Recreation&Youth Plans; and other planning documents that have received wide community input and scrutiny. The Committee will take into account that some of these plans may not be up to date, or may be under development.
- * Feasibility * Urgency *Affordability
- * Serving a currently under-served population
- * Serving multiple needs and populations
- * Consistency with recent town meeting actions
- * Preservation of town assets
- * Use of existing Town-owned assets (land, buildings) where possible
- * Acquisition and/or preservation of threatened resources
- * Availability of multiple sources of funding for increased financial leverage
- * Use of local contractors where possible
- * Opportunities for students and volunteers to train in skills and techniques required by the project

The CPC now requires an annual written update of progress on all projects. In addition, updates may be made before the CPC at a regular monthly meeting. The CPA Project Funding Request Application must have a **projected start date**, and a **projected completion date**. The intent of setting these two projected dates is to facilitate the potential return of unused CPA funds so that they may be used for other CPA projects. As time unfolds, the submitter may request a waiver of one or both of these dates. A waiver may be granted via a majority vote of the CPC after it receives all requested information from the submitter.

****Under the act, only CPC may make CPA funding recommendations to Town Meeting. Please note that Town Meeting will have the ultimate say on all CPC-recommended CPA funding requests. The Community Preservation Act requires Town Meeting approval for all CPC-approved project funding recommendations and CPC Administrative Budget requests.

TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE

2014 CPA PROJECT FUNDING REQUEST APPLICATION
for
2015 ANNUAL TOWN MEETING

Project Funding Request Application - FISCAL YEAR 2014-2015

Submitting Organization:

Submission Date:

Project Manager:

Project Manager's Address, Phone#,
EMAIL Address:

CPA Category: (Please select all that apply)
Open Space
Community Housing
Historic Preservation
Recreation

Town Committee or Board (if applicable):

Second Contact Person- name, address, phone number, email:

PROJECT TITLE:

PROJECT AMOUNT REQUESTED:

PROJECT DESCRIPTION:

**HOW DOES THIS PROJECT FIT INTO HARWICH'S LOCAL COMPREHENSIVE
PLAN and/or other PLANS?**

HOW DOES THIS PROJECT HELP PRESERVE HARWICH'S CHARACTER?

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

PLEASE LIST OTHER COMMISSIONS/BOARDS/COMMITTEES/ORGANIZATIONS that may have involvement, jurisdiction, partnering, etc:

Have they reviewed and responded to this application:

PROJECT BUDGET: Attach project budget estimates for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

COST ESTIMATE(S): Attach cost estimates or firm quotes (if available) for all projects.

LAND and/or BUILDING ACQUISITION PROJECTS: Attach surveys, appraisals and agreements, if available. Please set forth name of present owner and attach copy of deed conveying property unto present owner. In addition to property address, please provide Harwich Assessors Office identification (Map#, Parcel #). For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

CPA Funds Received Previous Year(s) For This Project (if applicable):

<u>Fiscal Year</u>	<u>Total Cost</u>	<u>CPC Funds Approved</u>	<u>Town Meeting Article #</u>
2009-10			
2010-11			
2011-12			
2012-13			
2013-14			

If project is expected to continue over more than one year, or if funding the project via full or partial bonding is anticipated, please detail the cost of project on the following chart (narrative explanation should be attached on a separate sheet).

<u>Fiscal Year</u>	<u>Total Cost</u>	<u>CPC Funds Requested</u>	<u>Other Funding Sources</u>	<u>Estimated Funds from Other Sources</u>
2013-14				
2014-15				
2015-16				
2016-17				

Signature - Chief Executive Officer or Chief Administrative Officer or Board Chair	Title
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For Community Preservation Committee Use:
Project Request received on:

Associated Town Committee(s): (initial)

Date(s) Reviewed On:

Final Determination:

Approved: Denied: Date:

CPC Contact Information:

Robert MacCready - Housing Authority	maccready@haconcapecod.org
David Purdy - Housing Committee	capedave@yahoo.com
Robert Bradley - Historical Commission	bradleybob60@yahoo.com
Janet Bowers - Rec.&Youth Commission	janquiltoncc@gmail.com
Katherine Green - Real Estate&Open Space	ksgr58@gmail.com
Walter Diggs - Conservation Commission	cordovawwd@aol.com
Peter de Bakker - Planning Board	debakker.peter@gmail.com
Cindi Maule - Selectmen's Appointee	cmaule@haconcapecod.org
Dan Tworek - Selectmen's Appointee	dtworek@comcast.net